

## Questions and Answers on the Schedule A Hiring Process

**1. Our Human Resources Office received a resume from a candidate who is applying under Schedule A. Can we hire this individual without issuing a job announcement?**

No job announcement is necessary. If there is a vacancy, a qualified candidate with a severe disability is available, and the manager is willing to hire this individual under Schedule A, the facility does not need to issue a job announcement.

**2. We issued a job announcement and after it closed, we received a Schedule A application from an individual who appears to be highly qualified. May we include the application, even though it was submitted after the announcement closed?**

Schedule A applications can be accepted after the job announcement closes. These non-competitive applications can be accepted (and considered) at any time until the position is actually offered to someone.

**3. Can we accept resumes from individuals who did not apply through USAJOBS or the VA website?**

Schedule A applicants are not required to apply through USAJOBS or the VA website. They should be able to contact the Selective Placement Coordinator in the Office of Human Resources to inquire about consideration for vacancies.

**4. We received a resume from an individual with a severe disability who has the education and skills we need. He has medical documentation of his disability, but he does not have a certificate of job readiness.**

A certificate of job readiness can be waived if the individual can't get one but has the necessary education; they can be hired on a temporary basis and then converted to Schedule A after the individual has demonstrated that he can perform the duties of the position.

**5. I am a new manager. One of my best employees has been on Schedule A for four years. Do I need to wait longer to convert her to career status?**

An employee who is in a Schedule A position can be converted to career at any time after two years of satisfactory performance. You may use prior performance evaluations to show that she met her performance standards. Yes, this employee can be converted now.

